



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Francisco Arcaute Employee ID #: (b) (6)

Position Title (optional): _____ PP-Series-Grade (optional): _____

Organization (optional): R5/OEC

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☐ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): _____ AND/OR Total Number of Hours: 16.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

Francisco has made a valued contribution to the section's productivity and efficiency in implementing new practices to log press calls and issue press releases -- especially to announce grants. He is an effective member of the press team who has volunteered to produce weekly reports and takes initiative to supplement the daily press clip package.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual
3. Complete this form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Francisco Arcaute Employee ID #: (b) (6)
Position Title (optional): Public Affairs Specialist PP-Series-Grade (optional): GS-1035-13
Organization (optional): OEC

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award
☐ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): _____ AND/OR Total Number of Hours: 16.0

Type of Benefits on which the award is based (Cash awards only): Tangible Benefit ☐ Intangible Benefit ☒
Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

Francisco has made a valued contribution to the section's productivity and efficiency by his good work on several regional grant announcements. He continues to be an effective member of the press team who is always ready to volunteer pick up new assignments and to back-fill for his colleagues –particularly when it comes to staffing public meetings and public events or heading to an new response site.

☐ As the Authorizing Official I certify that all necessary concurrences have been gained for approval of this award.



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Francisco Arcaute Employee ID #: (b) (6)

Position Title (optional): _____ PP-Series-Grade (optional): _____

Organization (optional): R5/OEC

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☐ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☒ Time Off Award

Total Amount of Award (\$): _____ AND/OR Total Number of Hours: 16.00

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☒ Moderate ☐ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

Francisco has made a valued contribution to the section's productivity and efficiency in implementing new practices to log press calls and issue press releases – especially to announce grants. He is an effective member of the press team who has volunteered to produce weekly reports and takes initiative to supplement the daily press clip package.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.